

STATE OF NEBRASKA

DEPARTMENT OF INSURANCE

L. Tim Wagner

Director



Dave Heineman
Governor

N-O-T-I-C-E

TO: The Insurance Agency Addressed

FROM: Nebraska Department of Insurance -- Licensing Division

DATE: January 2006

SUBJECT: Agency License Renewal Procedure
May 1, 2006 to April 30, 2007

AGENCIES LICENSED UNDER DOING BUSINESS AS (DBA) NAME

If an agency has been licensed under a DBA name, hereafter the agency license will be issued in the agency's current legal name.

If a single corporation owns more than one agency, then all agencies will be licensed under the same legal name.

If you desire to operate an agency under a DBA name, then the DBA name will be listed on the license in addition to the legal name. The DBA name will appear directly below the legal name.

Please be sure to clarify the proper legal and/or DBA name to be associated with your agency license on the renewal notice.

ADDING OR DELETING A DESIGNATED PRODUCER OR BROKER TO AN AGENCY

Adding a Name:

If you wish to add a name to the license, [Form 9002A](#) must be submitted with the renewal form. The person added must hold a Nebraska producer license and, in addition, meet the following requirements to be a designated producer of the agency. A designated producer shall be either an officer or a member of the agency and shall have either (1) more than a nominal financial interest in the agency, or (2) be an active participant in the management of the agency. Any individual associated with a licensed agency who solicits insurance shall be a licensed producer. No agency shall pay any commission to anyone other than a licensed producer, if that producer is involved in the selling, soliciting, or negotiating of the insurance contract.

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Deleting a Name:

To delete a name from the agency license, cross the name off the renewal form.

CHANGE OF AGENCY NAME

If the agency has changed its name, you must submit a new agency application, [Form 9002](#).

CHANGE OF ADDRESS

If the agency address has changed, you may change the address on the renewal form. However, for each licensed producer or broker associated with the agency, Form 9110 must be submitted to change the individual's business address.

[Forms 9110](#) (change of address), [9002](#) (change of agency name), and [9002A](#) (adding a designated producer) may be obtained through the Department's web site at www.doi.ne.gov, click on the "Agent" drop-down box, and then click on Forms.

EXPIRATION OF AGENCY LICENSE

Your agency license will expire April 30, 2006. To renew the license, return the following to the Department **no later than March 1, 2006**:

1. A check in the amount of the license fee (refer to the renewal form for the amount due).
2. The enclosed renewal form.
3. [Form 9002A](#), if you are adding a new designated producer or broker to the agency license.

*****Please Note*****

Because of the heavy workload at this time, we request that you direct all questions concerning an agency license to the Department in writing. Thank you for your cooperation.